

4.	<p>Finance</p> <p>4.1 Financial Update No developments to report since the recent Audit Committee meeting.</p> <p>4.2 VES The current round was Issued to staff week commencing 27 July 2016.</p>	
5.	<p>Corporate Risk</p> <p>5.1 Corporate Risk Register The updated Risk Register post Audit Committee was discussed. A risk addressing absenteeism is to be added. It was agreed that a Corporate Risk Workshop would be scheduled for the Executive Team, Audit Committee and relevant staff prior to the next Audit Committee meeting.</p>	J Campbell
6.	<p>VFM Standards A guide establishing the key standards to ensure the effective delivery and quality of public reporting was tabled for discussion. The guide was agreed subject to minor amendment and will be prepared for circulation and issue to staff.</p>	E Bradley
7.	<p>AOB</p> <p>7.1 Update of FWP The next Executive Team meeting will be Thursday 8 September 2016.</p> <p>7.2 Report Proofing A recent publication contained errors picked up at a PAC session. It was agreed that the Office must be vigilant in checking all printers' proofs and late changes to published reports.</p> <p>7.3 Planning Paper for Holiday Inn Planning permission has been requested by the Holiday Inn to extend the hotel to accommodate an extra 60 bedrooms. The Office to query the position regarding its emergency exit requirements.</p>	J Sides